

CHECKLIST FOR MINIMUM SUBMISSION CRITERIA FOR SITE AND
CONSTRUCTION PLANS FOR APPLICATION OF A BUILDING PERMIT
FOR ANY COMMERCIAL STRUCTURE.

THREE (3) ATTACHED SITE PLANS WITH CONSTRUCTION DRAWINGS ARE TO BE SUBMITTED ON
STANDARD PAPER SIZED AT A MINIMUM 24" x 36". STANDARD SCALE TO BE LEGIBLE AND
EASILY REVIEWED. A COPY OF THE CODE OF ORDINANCE CAN BE LOCATED ON THE GULFPORT
WEB SITE @ WWW.CIGULFPORT.MS.US.

OWNER: _____

CONTRACTOR: _____

JOB ADDRESS: _____

PROJECT CONTROL NUMBER: _____

IDENTIFICATION:

- ☐ Ad valorem TAX PARCEL NUMBER (HARRISON COUNTY TAX ASSESSOR CAN PROVIDE TAX
PARCEL NUMBER AT 228-865-4044 OR ON THE INTERNET @ WWW.CO.HARRISON.MS.US)
- ☐ WARRANTY DEED (HARRISON COUNTY TAX ASSESSOR CAN PROVIDE INFORMATION AT
228-865-4044 OR ON THE INTERNET @ WWW.CO.HARRISON.MS.US)
- ☐ NAME OF SUBDIVISION, BLOCK NUMBER, AND LOT NUMBER
- ☐ ALL SPECIAL FLOOD HAZARDS
- ☐ IDENTIFICATION OF ALL LANDSCAPED AREAS
- ☐ DELINEATION OF ALL LANDSCAPED AREAS
- ☐ IDENTIFICATION OF ALL BUFFER PLANTING STRIPS OF THE BUILDING SITE
- ☐ DELINEATION OF ALL BUFFER PLANTING STRIPS OF THE BUILDING SITE
- ☐ ADDRESS WILL BE ASSIGNED BY THE PLANNING DIVISION
- ☐ APPLICATION IS SUBMITTED FOR REVIEW

**IF MORE THAN ONE MAIN STRUCTURE IS PLANNED TO BE ON THE SUBJECT SITE, A PLANNED
BUILDING GROUP NEEDS TO BE APPLIED FOR. SITE MUST MEET REQUIREMENT TO
WARRANT A PLANNED BUILDING GROUP.*

SITE: (ENSURE ALL DIMENSIONS ARE CLEARLY LABELED)

- ☐ OVERALL DIMENSIONS OF ALL PROPERTY
- ☐ OVERALL DIMENSIONS OF ALL STRUCTURES
- ☐ OVERALL DIMENSIONS OF PARKING SPACES
- ☐ OVERALL DIMENSIONS OF POOL AND FENCE
- ☐ OVERALL DIMENSIONS OF LOADING DOCKS
- ☐ OVERALL DIMENSIONS OF TANKS
- ☐ SETBACKS TO PROPERTY LINE
- ☐ SETBACKS TO EXISTING BUILDINGS
- ☐ SETBACKS TO PROPOSED BUILDINGS
- ☐ OFF STREET PARKING
- ☐ OFF STREET TRUCK LOADING
- ☐ INGRESS TO THE PROPERTY
- ☐ EGRESS TO THE PROPERTY
- ☐ LOCATION OF EXISTING STREET LIGHTS
- ☐ LOCATION OF PROPOSED STREET LIGHTS
- ☐ HEIGHT OF GRADE OVERALL

- c WIDTH OF TRAFFIC AISLE
- c LIGHTING PLAN NEEDS TO BE SUBMITTED FOR PARKING FACILITIES ACCOMMODATING TEN(10) OR VEHICLES
- c LOCATION OF FIRE LANE
- c LOCATION OF ALL EASEMENTS ON SUBJECT SITE
- c LOCATION OF FENCES TO BE PLACED ON PROPERTY INCLUDING TYPE AND HEIGHT

DRAINAGE:

- o FINISH FLOOR ELEVATION
- c EXISTING CORNER ELEVATIONS
- c PROPOSED CORNER ELEVATIONS
- o DIRECTION OF WATER RUN OFF DRAINAGE PLAN

WATER AND SEWER:

- c LOCATION OF ALL PROPOSED WATER SYSTEMS
- o LOCATION OF ALL PROPOSED SEWER SYSTEMS
- c LOCATION OF EXISTING WATER SYSTEMS
- c LOCATION OF ALL EXISTING SEWER SYSTEMS
- o LOCATION OF GREASE TRAP (IF APPLICABLE)
- o LOCATION OF BACKFLOW (IF APPLICABLE)

FIRE:

- o LOCATION OF EXISTING FIRE HYDRANTS
- o LOCATION OF ALL PROPOSED FIRE HYDRANTS
- o LOCATION OF ALL EXISTING POST INDICATOR VALVE (PIV)
- o LOCATION OF PROPOSED POST INDICATOR VALVE (PIV)
- o LOCATION OF EXISTING FIRE DEPARTMENT CONNECTION (FDC)
- o LOCATION OF PROPOSED FIRE DEPARTMENT CONNECTION (FDC)
- c LOCATION OF UNDERGROUND MAINS
- c LOCATION OF ALL FIRE LANES

TREE: (SEPARATE PERMIT APPLICATION AND FEE REQUIRED FROM PLANNING DIVISION)

- o LOCATION OF ALL TREES
- o SIZE OF ALL TREES
- o IDENTIFICATION OF ALL TREES

**ALL TREE PERMITS MUST BE APPLIED FOR AND APPROVED BEFORE A BUILDING PERMIT CAN BE ISSUED. IF THERE ARE NO TREES ON THE SITE, AN AFFIDAVIT MUST BE SUBMITTED STATING THAT THERE ARE NO TREES.*

SIGN:

- c LOCATION OF AL EXISTING FREE STANDING GROUND SIGNS
- c TOTAL SQUARE FOOTAGE OF EACH WALL AND FREE STANDING SIGNS NEED TO BE SHOWN
- c LOCATION OF ALL PROPOSED FREE STANDING GROUND SIGNS
- c LOCATION OF ALL EXISTING WALL SIGNS
- c LOCATION OF ALL PROPOSED WALL SIGNS
- c HEIGHT OF SIGNS

- o HEIGHT OF SIGNS

**ALL SIGNS OR EQUIPMENT THAT ARE ABOVE 40" IN HEIGHT MUST HAVE WRITTEN APPROVAL FROM THE GPT/BLX INTERNATIONAL AIRPORT.*

GARBAGE DUMPSTERS:

- o LOCATION OF ALL GARBAGE AND TRASH DUMPSTERS

CONSTRUCTION PLANS

INDICATION PROJECT DESCRIPTION:

- o New Building
- o New Shell Building
- o Addition
- o Remodel (verify existing occupancy)
- o Tenant Improvement (T. I.)
- o Miscellaneous Work
- o Complete Description of Business Operation
- o Provide an HMIS for Storage and Manufactured Operations
- o Wind Load Design for All New Construction and Structural Changes

SITE PLAN:

- o Provide a Building Information Block containing:
 - ✓ Occupancy (where separate occupancy exists and I.D. each one)
 - ✓ Type of Construction
 - ✓ Square Footage (of each type of building)
 - ✓ Sprinklers – Yes or No
 - ✓ Fire Alarms – Yes or No
 - ✓ Emergency Lighting – Yes or No
 - ✓ Number of Exits Required
 - ✓ Exits Provided
 - ✓ Number of Floors in the Building
 - ✓ Floor Number on Which Work is Being Performed

FLOOR PLAN (STANDARD SCALE): Sealed by a design professional as required. Where no design professional was used, please identify the person(s) responsible for the design.

- o Show complete floor layout including equipment and process description
- o Identify the use of each room
- o Show all doors and windows and state the size of each
- o Show the complete existing system
- o Provide dimensions of rooms, corridors, doors, etc.
- o State the occupancy classification of all suites

- o Show accessibility information to include:
 1. Location of the accessible restroom facilities
 2. Location of elevators (if applicable)
 3. For remodels and alterations – if accessible route is not being made entirely accessible, provide documentation justifying non compliance.

PLUMBING/MECHANICAL PLAN (STANDARD SCALE)

Sealed by a design professional as required. Where no design professional was used, please identify the person(s) responsible for the design.

- o Provide complete floor plan of mechanical layout (ductwork, a/c units, air-handlers, diffusers, etc.)
- o Show complete occupant load calculations per section 1004 of the IBC 2003
- o Provide complete floor plan showing restrooms, water closets, sinks, lavatories, etc.)
- o Provide a plumbing isometric drawing (drain, waste, and vent system)
- o Provide a water meter size and fixture unit calculations (if applicable)
- o Provide a civil set of drawings (if applicable)
- o Provide a one-line gas isometric drawing (if applicable)
 1. State the total developed length of pipe from meter to furthest appliance
 2. State the total BTU/CFH rating of all appliances on the system
 3. State the BTU/CFH rating of each appliance
 4. State the size of pipe for each section of the pipe
 5. State the UPC table number used to size the pipe
 6. State the type of pipe used for the system

ELECTRICAL DRAWINGS (STANDARD SCALE)

Sealed by a design professional as required. Where no design professional was used, please identify person(s) responsible for the design.

- o Show location of the Service Main and Disconnect
- o Show the location of each sub panel
- o Provide a one line drawing of the complete electrical system showing:
 1. Service Entrance Voltage, ampacity, phases and overcurrent devices
 2. Maximum available fault current
 3. Conductor sizes
 4. Sizes and type of wire of all grounding and bonding conductor, and grounding detail
 5. Show all subpanels and sizes of feeders
 6. Provide lighting floor plan
 7. Provide power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing or relocated)
 8. Exterior lighting plan including fixture types, wattage, and conductor sizes
 9. Nameplate rating for all motors, elevators, AC units, and equipment
 10. Provide a panel schedule (for each subpanel) showing:
 - I. The identity of the subpanel (panel number)
 - II. Size of main breaker (if applicable)
 - III. AFC (Available Fault Current), fault current calculations and panel A/C rating
 - IV. Total load calculations
 11. Identify any hazardous or classified areas per the NEC

STRUCTURAL DRAWINGS (STANDARD SCALE)

Sealed by a design professional as required. Where no design professional was used, please identify the person(s) responsible for the design.

- Foundation plan
- Roof framing plan (deferred submittal on trusses available upon request)
- Floor framing plan (deferred submittal on trusses available upon request)
- Cross-sectional views
- Wall framing
- Connection details
- Calculations (sealed)
- Soils report
- For remodels and alterations: provide structural evaluation addressing loading to building

DETAIL DRAWINGS (STANDARD SCALE)

- Cross-sectional views
- Wall details (top to bottom connection details with approved listed anchors)
- Material list for floors and walls etc.
- Door schedule
- Hardware schedule
- Window schedule

NOTE: *Additional drawings may be required depending on the complexity of the project.*